

Zero Emissions Vehicle (ZEV) Subsidy

Portal User Guide: Registering as a ZEV trader admin user



The purpose of this guide is to walk you through the process of registering as a ZEV trader admin user for the Zero Emissions Vehicle (ZEV) Subsidy program, setting up bank details and adding standard users to your account.

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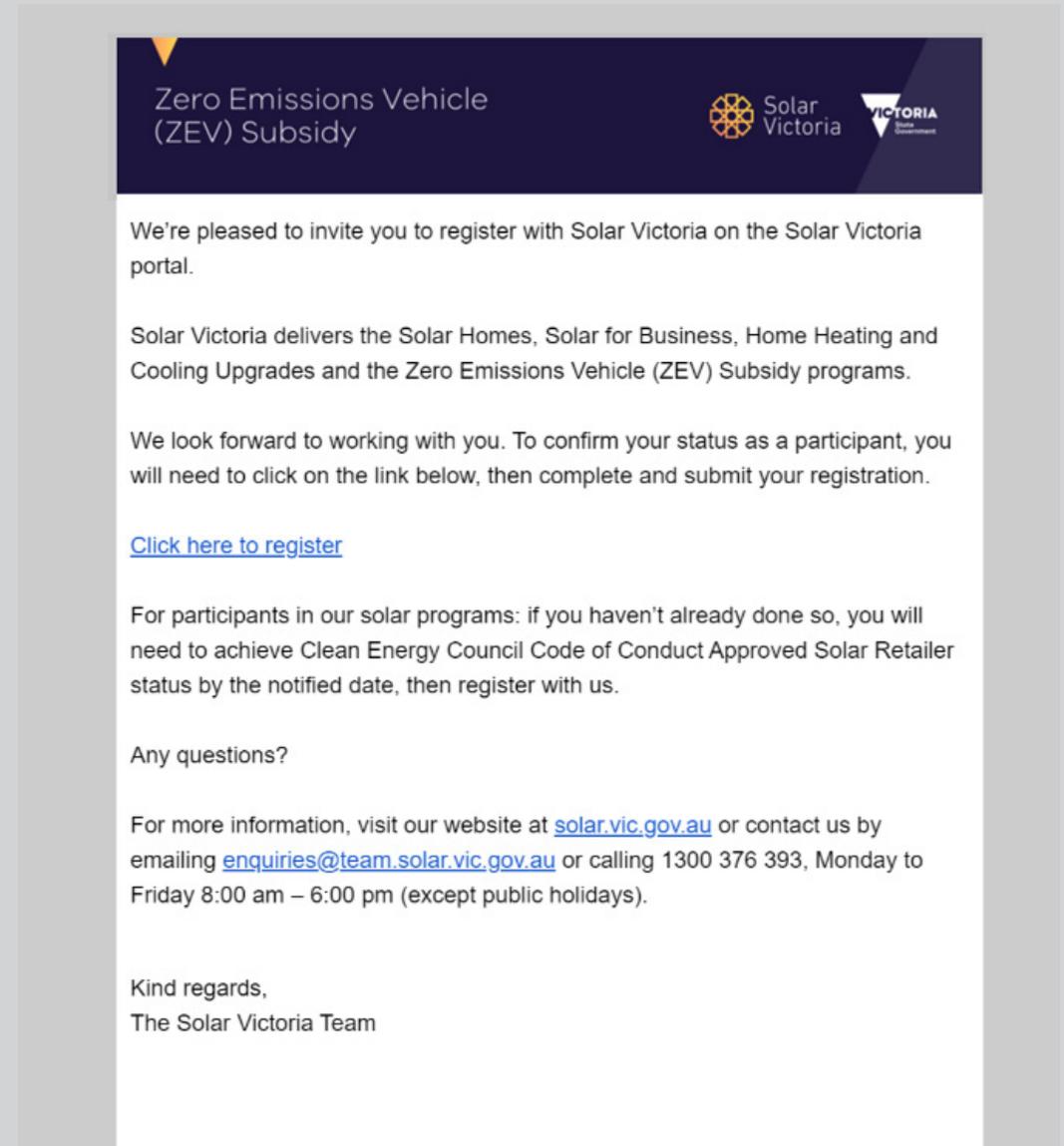
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1. Registering as a ZEV trader

1.1

Automated invitation email

Click the link in the welcome email to begin the registration process.



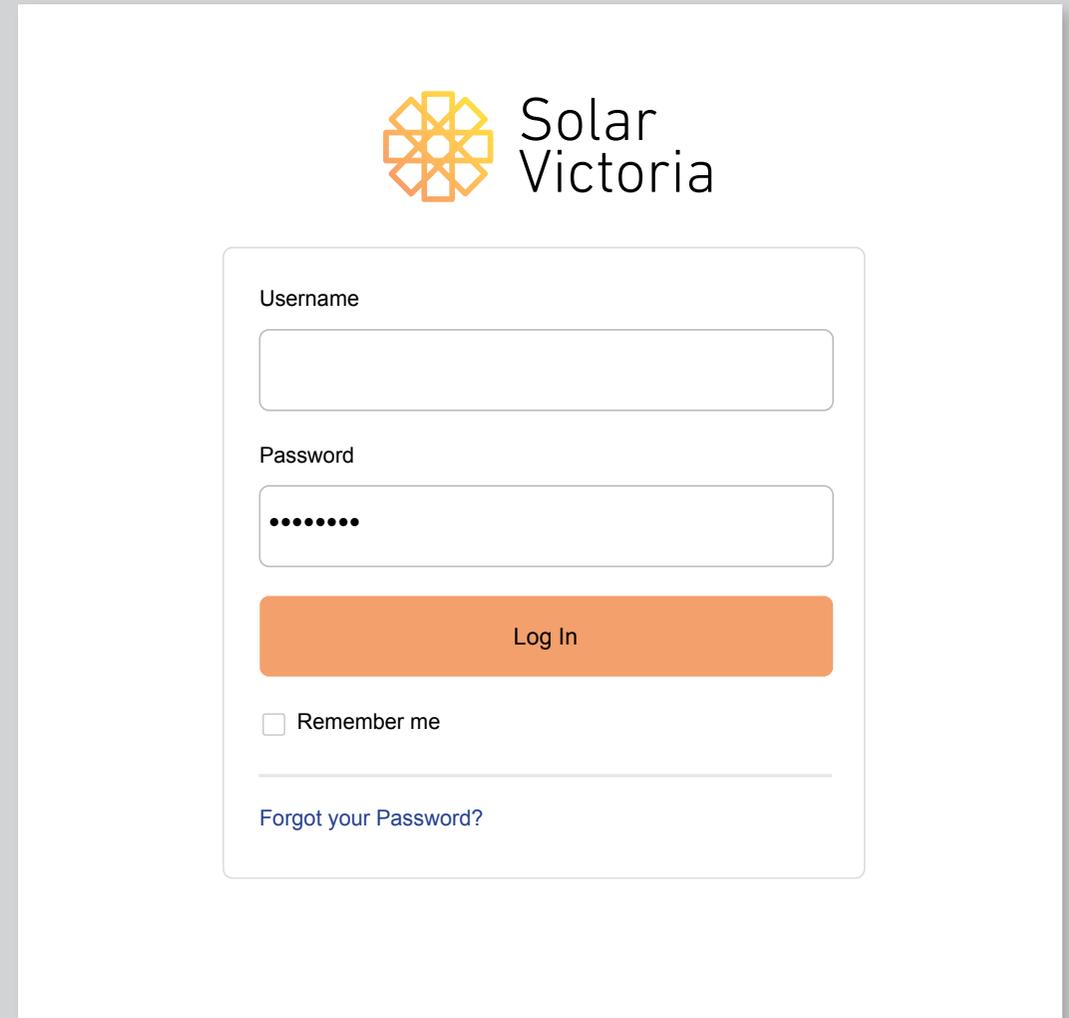
1. Registering as a ZEV trader

1.2

Portal log in page

Create a password that conforms with the password rules:

- at least eight characters long
- must have one letter
- must have one number.



The screenshot shows the Solar Victoria login page. At the top right is the Solar Victoria logo, which consists of a stylized orange and yellow geometric pattern next to the text "Solar Victoria". Below the logo is a login form with the following elements:

- A "Username" label above a text input field.
- A "Password" label above a password input field with seven dots.
- An orange "Log In" button.
- A checkbox labeled "Remember me".
- A horizontal line below the checkbox.
- A link labeled "Forgot your Password?" below the line.

1.3

Accept terms and conditions

Check the tick boxes to acknowledge acceptance of terms and conditions.

The screenshot shows a modal window titled "Terms, Conditions and Bank Details" overlaid on a web application. The modal contains a list of terms and conditions, followed by two checkboxes for confirmation. The background shows a navigation menu with "Home", "Orders", "Assessment", and "Completed".

Terms, Conditions and Bank Details

remaining provisions of these Terms.

11. These Terms are governed by the law of the State of Victoria. Solar Victoria and the ZEV Trader submit to the non-exclusive jurisdiction of its courts, and will not object to the exercise of jurisdiction by those courts, either for forum non conveniens or on any other basis.
12. Solar Victoria may, by notice in writing to the ZEV Trader, assign, novate or otherwise transfer its rights or obligations arising out of or under these Terms to any other State government department, administrative office or other entity (including any budget sector agency, government owned entity or government supported organisation) in the event of any State government restructure or other re-organisation.
13. The ZEV Trader may only assign, novate or otherwise transfer any of its rights or obligations arising out of or under these Terms to another person with Solar Victoria's written approval (which will not be unreasonably withheld).
14. These Terms are not intended to create a partnership, joint venture or agency relationship between Solar Victoria and the ZEV Trader.
15. In these Terms a reference to:
 - a. any document is a reference to that document as amended from time to time;
 - b. a clause is a reference to a clause in these Terms;
 - c. legislation (including subordinate legislation) is a reference to that legislation as amended, re-enacted or replaced and includes a reference to any subordinate legislation issued under it;
 - d. a person includes a firm, partnership, joint venture, association, corporation or other body corporate;
 - e. 'includes' means 'includes without limitation';
 - f. words denoting the singular include the plural and vice versa; And
 - g. to dollars or \$ is to an amount in Australian currency.

Yes, I confirm that our organisation agrees to abide by these terms and conditions of participation in the Solar Homes program and the Solar for Business program

I confirm that I am authorised to accept these terms and conditions on behalf of my organisation

Next

1.4

Add bank account details

Some fields will be pre-filled.

Enter BSB, bank account number and other details into the corresponding fields.

Only admin users have access to edit bank details and other fields.

The screenshot displays a web interface for a ZEV trader. The main heading is "My Dealership Activity". A modal window titled "Terms, Conditions and Bank Details" is open, prompting the user to "Please enter bank details". The form contains the following fields:

- * BSB: 012345
- * Bank name: ANZ
- * Bank Account Number: 999999
- * Bank Account Name: ZEV Dealer

A blue "Submit" button is located at the bottom right of the modal. Below the modal, a table header is partially visible with columns: "Ref...", "Date of Or...", "Expiry Date", "Eligible ZE...", "Created By", "Created D...", and "Cust...". A search bar with a magnifying glass icon and the text "Search" is also present.

1.5

Add other account details

The legal entity name should be that of the legal entity and ABN of the LMCT. This is the 'ZEV trader.'

The account name should be the authorised dealer. This is the 'trading name' that is approved by Solar Victoria to participate.

The address should be the trading address of the authorised dealer location.

New Contact

Account
ZEV Dealer Testing Patrick O'Brien

Legal Entity Name	Status Registered	Scheme Status
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Account Name
ZEV Dealer Testing Patrick O'Brien

Phone

Shipping Address

Website

Bank Details

Bank BSB Number
012345

Bank Account Name
ZEV Dealer

Bank Name
ANZ

Bank Account Number
999999

Registration Information

Status
Registered

T&C Accepted Date
2021-11-05T00:21:28.000Z

Terms & Conditions

T&C Accepted By
Patrick ZEV Dealer Admin

Account Name
ZEV Dealer Testing Patrick O'Brien

Account Owner
Chunkit Chung

Type
Parent Account

Website

Phone

Description

Industry

Bank BSB Number
012345

Employees

Bank Name
ANZ

Bank Account Number
999999

Bank Account Name
ZEV Dealer

Account Record Type
Industry

Account Summary

Address Information

Billing Address

Shipping Address

Custom Links

Google Maps

Google News

Google Search

Contacts (4)

Contact Name	Title	Email	Phone
testingzev04112021...		chunkit.chung+10123...	
testingzev04112021...		chunkitdelwp+11042...	
testingfirstname041...		chunkitdelwp+11042...	
Patrick ZEV Dealer		patrick.obrien@delwp...	

Files (0)

Notes (0)

Installation Assignments (0)

Applicant (0)

Accreditations (0)

Installations (0)

1.6

Set up multiple accounts for one legal entity

You can set up multiple accounts for the same legal entity ('ZEV trader') – one for each different dealer trading name, where the legal entity has multiple trading names approved for participation.

You can also provide the same bank and ABN information for the multiple trading name accounts.

After completing bank account details, an auto email will be sent to you confirming your registration.

New Contact

Account
ZEV Dealer Testing Patrick O'Brien

Legal Entity Name	Status	Scheme Status
	Registered	

Account Name: ZEV Dealer Testing Patrick O'Brien | Phone: [edit]

Shipping Address: [edit] | Website: [edit]

Bank Details

Bank BSB Number: 012345 | Bank Account Name: ZEV Dealer | Bank Account Number: 999999

Bank Name: ANZ

Registration Information

Status: Registered | T&C Accepted Date: 2021-11-05T00:21:28.000Z | T&C Accepted By: Patrick ZEV Dealer Admin

Terms & Conditions:

Account Name: ZEV Dealer Testing Patrick O'Brien | Account Owner: Chunkit Chung | Type: Parent Account | Website: [edit] | Phone: [edit]

Description: [edit] | Industry: [edit]

Bank BSB Number: 012345 | Employees: [edit]

Bank Name: ANZ | Bank Account Number: 999999

Bank Account Name: ZEV Dealer | Account Record Type: Industry

Account Summary

Address Information

Billing Address: [edit] | Shipping Address: [edit]

Custom Links

Google Maps | Google News | Google Search

Contacts (4) [New]

Contact Name	Title	Email	Phone
testingzev04112021...		chunkit chung+10123...	
testingzev04112021...		chunkitdelwp+11042...	
testingfirstname041...		chunkitdelwp+11042...	
Patrick ZEV Dealer		patrick.obrien@delwp...	

Files (0) [Add Files]

[Upload Files] Or drop files

Notes (0)

Installation Assignments (0)

Applicant (0) [New]

Accreditations (0)

Installations (0) [New]

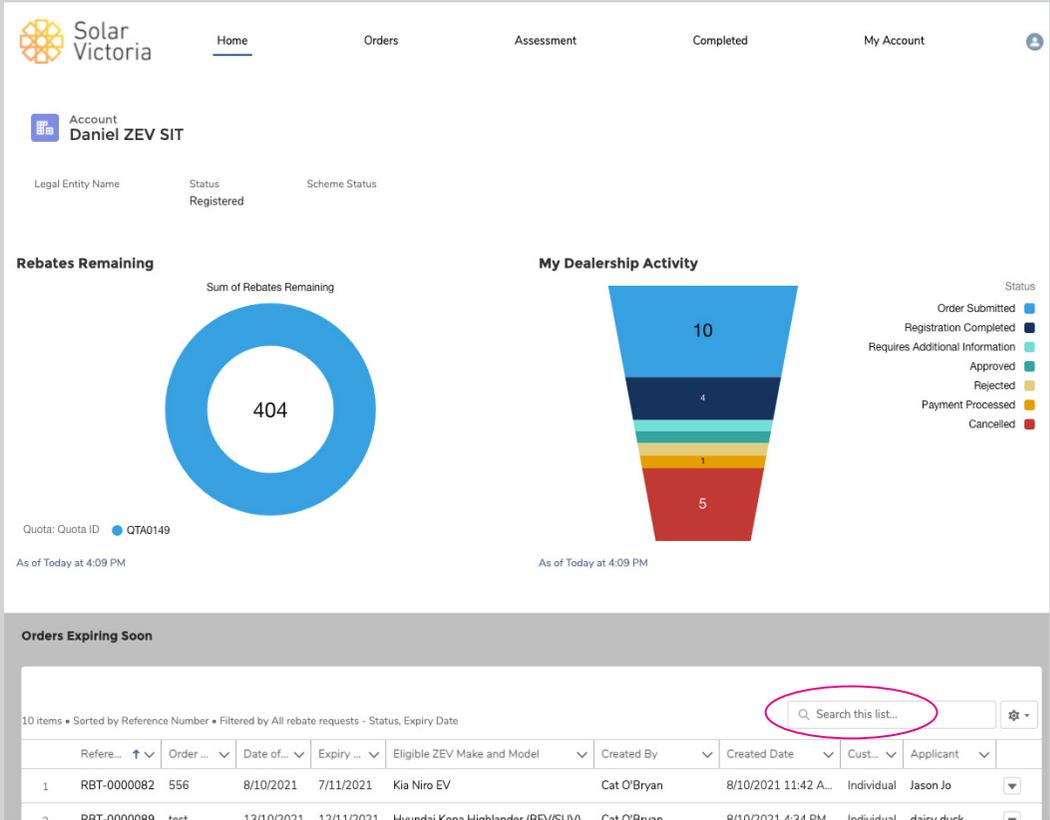
2.1

The home screen

The home screen displays the number of subsidies remaining in the current release, a summary of your dealership's subsidy orders and their status, and a list of orders based on their expiry status.

You can sort every column in this list by clicking the arrow icon.

You can also search data in the list by entering search criteria in the search box  to the right.



Solar Victoria Home Orders Assessment Completed My Account

Account: Daniel ZEV SIT

Legal Entity Name: Status: Registered Scheme Status:

Rebates Remaining
Sum of Rebates Remaining: 404
Quota: Quota ID: QTA0149
As of Today at 4:09 PM

My Dealership Activity

Status	Count
Order Submitted	10
Registration Completed	4
Requires Additional Information	1
Approved	5

Orders Expiring Soon

10 items • Sorted by Reference Number • Filtered by All rebate requests - Status, Expiry Date

Search this list...

Refere...	Order ...	Date of ...	Expiry ...	Eligible ZEV Make and Model	Created By	Created Date	Cust...	Applicant	
1	RBT-0000082	556	8/10/2021	7/11/2021	Kia Niro EV	Cat O'Bryan	8/10/2021 11:42 A...	Individual	Jason Jo
2	RBT-0000088	test	13/10/2021	12/11/2021	Hyundai Kona Highlander (BEV/SI)	Cat O'Bryan	8/10/2021 4:34 PM	Individual	daisy duck

3.1

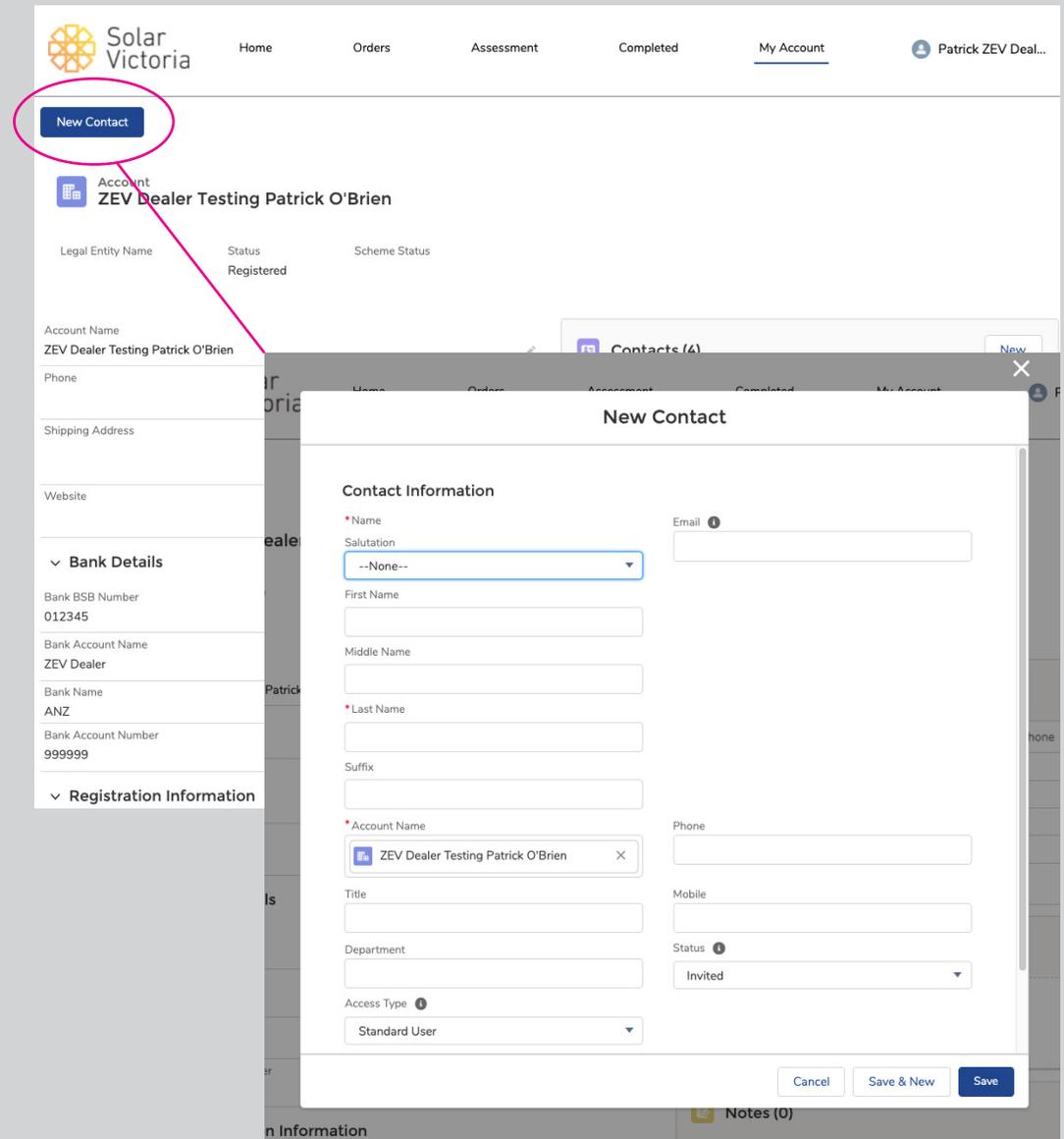
Add standard users

Only admin users can add 'New contacts' to operate your account as a standard user.

Standard users see fewer screens and can't enter or edit bank account details or add new contacts.

To add a standard user, go to the 'My account' screen, select 'New contact', complete the fields then 'Save'.

If required as a back-up, admin users can also add other admin users.

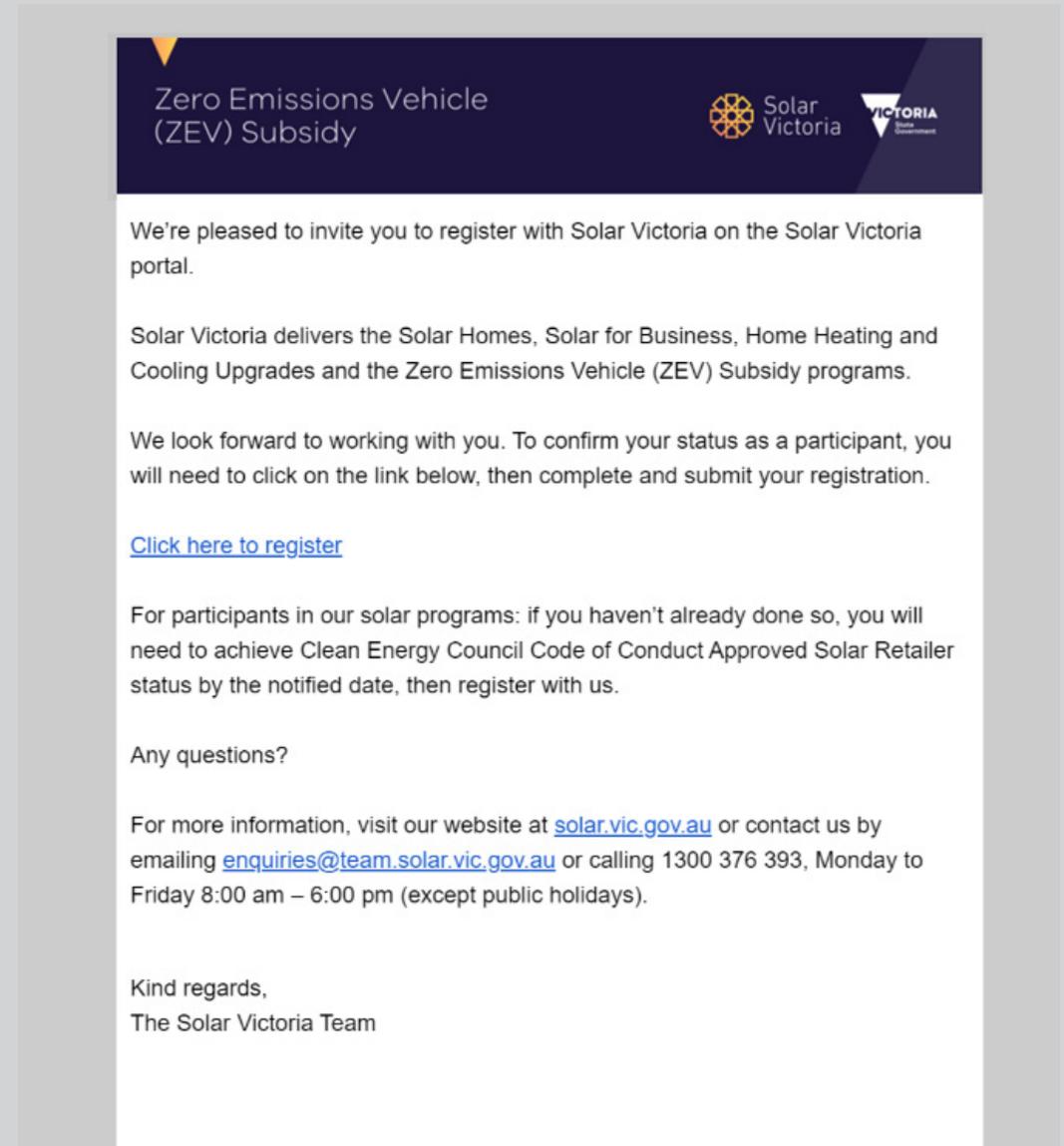


3.2

Standard user confirms registration

When an admin user hits 'save', an auto email will be sent to the new standard user.

Each new standard user then needs to complete the registration process by setting up their own password to log in to the portal.





Solar
Victoria



For more information, visit
solar.vic.gov.au/zero-emissions-vehicle-subsidy